

## Instructions for Entering a New Claim

1. Go to our website [www.doe.in.gov/food](http://www.doe.in.gov/food), click on the link to the CNPweb.
2. Enter user ID and password.
3. Click on School Nutrition Program puzzle piece.
4. The School Nutrition Program Message Board with important program information is displayed. Read it then click continue.
5. Select the correct program year.
6. The Sponsor Summary screen appears. Click on the Claims tab under the Sponsor Summary title.
7. For desired month, click [Add](#) at the right side of the screen. This will bring up a blank Sponsor Claim. No claims data can be entered on this page, but you **must** click on Submit tab at the bottom of this page. Next an **Error** message is displayed - which only means that the claim process is not finished yet.
8. At the bottom of this page, click [here](#) to see the Sponsor Summary page again where you will see a yellow folder with a “+” sign to the left of the month you are preparing to claim. Click on this folder to display all the sites that operated during that month.
9. All sites will now be listed with [Add](#) at the right side of the screen. Click [Add](#) and an actual Site Claim will be displayed with the site name and number. Enter all information for this site. Do not enter information into any area that is grayed out or you will get an error.
10. At the bottom, click Submit and a Post Confirmation will appear informing you of the status of the Site Claim (**Error** or Approved). Any errors should be corrected and the site claim resubmitted.
11. Click [here](#) to select another site, if applicable. You should now be back at the Sponsor Summary Claims page. If other sites need to be entered, repeat the steps listed above.
12. After all the sites are entered and the status for each site claim is Complete, click [Edit](#) at the right side of screen for the claim month. The Sponsor Claim Summary screen will display again; now all the site claim information is totaled and displayed in the appropriate columns.
13. If the summary totals are correct, proceed to item number 19 and check the box. By checking box 19 you indicate that the claim is ready for payment and that you have evidence to support this claim – this is like certifying it with your signature on a paper document.
14. Next click submit. The Sponsor Claim Summary will appear with the amount to be reimbursed by the meal and category. Click [here](#) at the bottom of the page and you will return to the Sponsor Summary Claims page. Under status it will say Approved and the total claim amount to be paid will be displayed.

**Reimbursement Claims can be filed:**

- Beginning on the first day of the month following the claim month (August claim can be entered on/after September 1, September claim on October 1, etc.)
- Sponsor has 60 days from the last day of the claim month to file a claim on the CNP web system.

**Claims should be consolidated as follows:**

- 10 days or less in the initial month of operations combined with the claim for the subsequent month.
- 10 days or less in the final month of operations combined with the claim for the preceding month.
- While combining the claims remember to check the box on the claim form in the CNP web which states:  
Combine the claim month of “...”with this claim.

**Please keep in mind:**

- Meal counts must be kept separately for each month. When combining two months, check the appropriate box on the claim form.
- Never add the totals served in one month to the totals served in another month; the meal totals have to be submitted under the full month and then if combined, the month with fewer days will be added.
- An average processing time for a claim is about 3-4 weeks.